

NAVY REGION SOUTHWEST
REGIONAL EMERGENCY MANAGEMENT PROGRAM

Basic Plan

Organization and Responsibilities

1. Discussion

a. The normal functions of Navy shore facilities and operations are at constant risk from the effects of natural disasters, accidents, civil disturbances and/or terrorist attack. Any of these threats may result in an event that causes large loss of life, injuries, or loss of property to Navy facilities without warning.

b. The surrounding civilian population may also be adversely affected. Emergency management planning must provide an effective organization and procedures for responding to those threats, and providing assistance to other federal, state or local agencies.

c. After any major disaster, some or all of the following effects could exist:

- (1) Great loss of life and injury to the military and civilian population.
- (2) Extensive property damage.
- (3) Fire resulting from explosions, storms, earthquakes, and other destructive phenomena.
- (4) Standing water resulting from floods, storms, seismic sea waves, and other destructive phenomena.
- (5) Contamination resulting from nuclear, biological, or chemical accident or attack.
- (6) Lawlessness created by subversive activities, organized civil disobedience, riots, insurrections, or other civil disturbances.

2. Policy

a. The primary responsibility of all Navy commands and activities within the

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Navy Region Southwest area of responsibility shall be to accomplish the command's assigned missions, tasks and functions. Therefore, all Navy commands and activities must have effective emergency management or self-help plans, as appropriate, to deal with disasters.

b. It is the policy of the federal government to assist civil authorities in coping with civil disasters that may be of such severity that they exceed the capability of state and local governments to adequately respond or recover. In compliance with this policy, the Secretary of Defense has directed the military components to plan to assist civil authorities in homeland defense, emergencies, and disturbances. All Navy commands and activities within the Navy Region Southwest area of responsibility must be prepared to employ or make available resources in support of this national effort.

3. **Navy Emergency Management Organization**

a. **Echelon I**

(1) The Chief of Naval Operations (N34/N46) is responsible for managing the overall Navy emergency management program, and for preparing guidance for programs that support civil authorities during emergencies.

(2) Naval Facilities Engineering Command administers the Navy Chemical, Biological, Radiological, Nuclear and High-Yield Explosive/ Chemical, Biological, Radiological Defense (CBRNE/CBR-D) program for N34/N46.

b. **Echelon II**

(1) The Commander, Fleet Forces Command (CFFC) is the operational Navy Principal Planning Agent (PPA) for all emergency management related issues and DoD Support to Civilian Authorities (DSCA) issues within the Continental United States.

(2) The Commander, Navy Installations (CNI) is the administrative commander and resource sponsor for all emergency management related issues Navy-wide.

c. **Echelon III.** The Commander, Navy Region Southwest is responsible for planning, coordinating, evaluating, and executing Navy response to emergencies or disasters for all Navy commands and activities within the States of California, Arizona, and Nevada, regardless of normal chain of command as indicated in Figure 1.

d. **Echelon IV.** Sub-regions are host installations and/or multi-installation complexes. Sub-regions are the region's assigned sub-regional representative responsible for planning, coordinating, and executing all emergency management related issues within a specified geographic area of responsibility.

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e. **Tenant Commands**

(1) Generally, a tenant command is a Navy activity located within the geographic boundary of an installation or sub-regional complex of installations. However, some commands that are normally host installations and/or BOS service providers are considered tenant commands of the sub-region for purposes of emergency management. These commands include, but not limited to:

(a) NAF El Centro, the U.S. Naval Observatory (USNO), Flagstaff, AZ (including the Navy Prototype Optical Interferometer (NPOI)), and all Navy tenant commands and activities at those locations are considered tenant commands of Sub-Region 1 (NAVBASE Coronado).

(b) SOUTHWESTNAVFACENGCOM San Diego, FISC San Diego, DFAS San Diego, PWC San Diego, NAVMEDCEN San Diego, and all Navy tenant commands and activities at those locations are considered tenant commands of Sub-Region 2 (NAVBASE San Diego).

(c) FCTCPAC San Diego, FLEASWTRACEN San Diego, the FISC San Diego fuel depot, the SPAWARSYSCEN San Diego complex, and all Navy tenant commands and activities at those locations are considered tenant commands of Sub-Region 3 (NAVBASE Point Loma).

(d) NAWSTA Corona, NSA Corona, NSWC Corona Div, NAVWPNSTA Seal Beach Det Fallbrook, and all Navy tenant commands and activities at those locations are considered tenant commands of Sub-Region 4 (NAVWPNSTA Seal Beach).

(2) All Navy tenant commands and activities shall support the sub-region as required.

f. **Flag Commands.** Unless otherwise directed, flag commands shall respond to requests for resources by the region on a not-to-interfere basis with their primary mission.

g. **Afloat and Deployable Commands.** Afloat and deployable commands shall respond to requests for resources by the region on a not-to-interfere basis with their primary mission as directed by their operational chain of command.

4. **Command Relationship.** Although the region and designated sub-region's have specific emergency management coordination responsibilities with all Navy tenant commands and activities throughout the region regardless of normal chain of command or resource sponsor, nothing in this instruction should be construed or interpreted to provide command or directive authority that does not normally exist.

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5. **Regional Emergency Management Organization**

a. **Regional Office of Emergency Management (OEM)**

(1) Regional OEM shall consist of a Director who is the Program Manager, a Deputy Director, a Regional Operations Center (ROC) Manager, a Dispatch Center Manager (if this function is assigned to the Emergency Management Program by the Regional Commander), and such other administrative, logistics, and CBR-D personnel in accordance with OPNAVINST 3440.17 (Series) and CNIINST 3440.17 (Series).

(2) The Director, Regional OEM is responsible to the Commander, Navy Region Southwest via the Program Director of Public Safety.

(3) The Director, Regional OEM is the Commander's Regional Planning Agent (RPA) responsible for all emergency management related DoD Support to Civilian Authorities (DSCA) issues within the States of California, Arizona and Nevada, and the training and supervision of all Navy Emergency Preparedness Liaison Officers (EPLO's) assigned to Navy Region Southwest.

(4) The Director, Regional OEM is also responsible for the training and supervision of all Navy Reserve Units assigned to Regional OEM.

b. **Emergency Management Officer (EMO)**

(1) Sub-regional commands will have a civil service or contract EMO assigned as directed by OPNAVINST 3440 (Series) and CNIINST 3440 (Series).

(2) EMO's shall be program site managers responsible to the sub-region Commanding Officer via the Executive Officer for sub-regional day to day operational issues and Regional OEM for regional program policy and guidance, funding and administrative issues as indicated in Figure 2. EMO's are expected to maintain direct liaison with Regional OEM.

(3) EMO's may have other administrative, logistics, and CBR-D military or civilian personnel assigned in accordance with OPNAVINST 3440 (Series) and CNIINST 3440 (Series).

(4) All EMO's will be trained in accordance with OPNAVINST 3440.17 (Series) and CNIINST 3440.17 (Series).

c. **Emergency Management Coordinator (EMC)**

(1) All Navy tenant commands and activities within the Navy Region

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Southwest area of responsibility shall appoint in writing an officer or equivalent civilian as the command EMC. EMC's may be collateral duty assignments depending on the size and mission, tasks and function of the command.

(2) Tenant commands and activities with buildings and facilities not collocated may want to appoint collateral duty assistant EMC's for each building or facility for emergency evacuation and muster reporting to the primary command EMC and the sub-region EMO.

(3) In situations where more than one command/activity occupies one building or complex, the senior command's EMC will be the primary point of contact for emergency management issues within the building/complex.

(4) The sub-region EMO shall be notified of command EMC appointments and changes to appointments. Notifications must include work and cellular phone numbers, beeper numbers, e-mail and regular mail addresses, and length of assignments of the command EMC.

6. **Security Clearance.** Full time emergency management personnel must be able to obtain an interim secret security clearance within 30 days of assignment and a permanent secret security clearance within one year of assignment. Failure to obtain or maintain a secret security clearance may be cause for reassignment outside the emergency management program or dismissal.

7. **Collateral Duty Assignments**

a. In accordance with DoD Instruction 2000.18 (Series), emergency management personnel are defined as emergency responders and as such are considered mission essential personnel and subject to recall. Therefore, full time emergency management personnel shall have no collateral duty assignments, including military watches.

b. Tenant command collateral duty EMC's are not are not defined as emergency responders and may be assigned duties as deemed appropriate by their command.

8. **Duties and Responsibilities**

a. **Region.** The Regional Office of Emergency Management (OEM) shall:

(1) Develop, manage, and periodically assess a comprehensive regional emergency management program which coordinates people and resources to protect lives, property, and the environment of Navy Region Southwest using an all-hazards approach through mitigation, preparedness, response and recovery from disasters and emergencies in accordance with DoD, SECNAV, OPNAV, NAVFAC, CFFC and CNI

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directives, Executive Orders, and Presidential Declarations on all Navy commands and activities within States of California, Arizona and Nevada regardless of normal chain of command and resource sponsor.

(2) Lead the region in developing and maintaining a regional emergency management program that helps people protect themselves, their families, homes and businesses from all hazards. Specifically, the Regional OEM shall:

(a) Build preparedness by ensuring an adequate plan is in place for the continuation of essential government functions during any emergency.

(b) Coordinate the regional response to disasters that exceed the capabilities of the local commands, and assist in their recovery.

(3) Reduce the loss of life and property, and protect Navy installations from all hazards by leading and supporting the Navy in a comprehensive, risk-based emergency management program of:

(a) Mitigation. Taking sustained actions, through education and training, to reduce or eliminate long-term risk to people and property from hazards and their effects.

(b) Disaster Preparedness. Building the regional emergency management program to effectively prepare for, mitigate against, respond to, and recover from any hazard by planning, training, and exercising.

(c) Crisis Management (Response). Coordinating resource and logistic response to the command center and/or the Incident Command Post (ICP).

(d) Consequence Management (Recovery). Providing logistic and resource support in rebuilding the Navy infrastructure so they can function.

(4) Be the regional single source and point of contact for all emergency management related issues within the region, including employing DON resources in support of civil emergencies, civil disturbances, homeland defense issues, and foreign disasters.

(5) Communicate and coordinate with appropriate personnel at higher levels of command, the designated principle planning agent, other Navy region's, Army, Air Force, Marine Corps, and Coast Guard commands, Type and Fleet Commanders, activity commanders, and federal, state, and local officials, as appropriate, for emergency management planning and execution.

(6) Establish a Regional Operations Center (ROC) and a Mobile Command Unit capability based on the concepts of the National Incident Management System (NIMS) in accordance with:

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- (a) The National Response Plan
- (b) Homeland Security Presidential Directive-5 (NRP, HSPD-5)
dated June 2003.
- (c) U.S. Navy Planning, Design, and Physical Security
Measures for Emergency Command Centers (May 1993 edition).
- (d) NAVFAC P-80 titled Facility Planning Criteria for Navy and
Marine Corps Shore Installations.
- (e) NAVFAC P-355 titled Seismic Design for Buildings.
- (f) MIL-HDBK-1002/1 titled Structural Engineering General
Requirements.
- (g) MIL-HDBK-1002/2 titled Loads.
- (h) MIL-HDBK-1013/1 titled Design Guidelines for Physical
Security of Fixed Land-Based Facilities.
- (i) Federal Emergency Management Agency (FEMA) CPG-1-20
titled Emergency Operating Centers Handbook.
- (j) SECNAVINST 5510.36 (Series) titled Department of the
Navy Information Security Program Regulation.
- (7) Provide a mobile command and a communications platform for
special events and special operations (air shows, MWR concerts, etc.) for all Navy
commands and activities within the region as available.
- (8) Coordinate the regional response to actual emergencies and
disasters that exceed the capabilities of the local commands, and assist in their
recovery for all Navy commands and activities within the region.
- (9) Coordinate the regional response to requests for assistance in all
civil emergencies as directed by the principle planning agent for all Navy commands and
activities within the region.
- (10) Designate sub-regions as necessary to carry out a functional sub-
region-wide emergency management program.
- (11) Assign emergency management personnel to support the sub-
regions in accordance with OPNAVINST 3440.17 (Series) and CNIINST 3440.17

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(Series) guidance.

(12) Review and approve sub-region emergency management plans prior to command signature.

(13) Conduct emergency management assist visits on all sub-regions within the region to assist in developing the overall local program.

(14) Develop and conduct emergency management exercises all sub-regions within the region to evaluate the overall regional program.

(15) Review and approve the procurement of all communications equipment for all Navy commands and activities within the region.

(16) Develop and periodically test a regional communications plan that is compatible with all military and civilian organizations tasked with emergency management responsibilities.

(17) Maintain a list of all radio frequencies assigned to all Navy commands and activities within the region. The list shall include transmit and receive frequencies, repeater locations where duplex systems are in use, and Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones). If a trunked system is utilized, talk groups will be included.

(18) Review all mutual aid support agreements and memorandums of understanding with local authorities and maintain copies of all such agreements for all Navy commands and activities within the region.

(19) Develop and maintain an automated data file of Navy resources for use in responding to and recovering from civil disasters for all Navy commands and activities within the region.

(20) Maintain a regional emergency management directive library to include all applicable directives and instructions, standard operating procedures, and operations plans for the region.

(21) Conduct risk analysis surveys with the assistance of tenant commands that have experts in the field for each hazard that has been identified for all Navy commands and activities within the region.

(22) Develop and provide emergency management training to regional command center personnel, Navy Emergency Preparedness Liaison Officers (EPLO's), and emergency responders.

(23) In conjunction with the regional military family housing office,

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develop and provide emergency management awareness training to military dependent personnel.

(24) Plan, coordinate and supervise the activities and training of all Navy Emergency Preparedness Liaison Officers (EPLO's) assigned to Navy Region Southwest by COMNAVRESFOR consistent with Title 10 USC Sections 12301 to 12321.

(25) Plan, coordinate and supervise the activities of all Navy reserve units assigned to Navy Region Southwest by COMNAVRESFOR for the purposes of emergency management consistent with Title 10 USC Sections 12301 to 12321.

(26) Coordinate emergency management related issues with all Navy reserve centers and Navy recruiting offices within all Counties throughout the States of California, Arizona and Nevada.

(27) Establish a semi-annual Regional Emergency Management Review Committee (EMRC) to address and resolve emergency management related issues throughout the region. The Regional EMRC will be made up of the Regional Office of Emergency Management staff and sub-region EMO's and CBR-D officers.

b. Sub-Regions

(1) The following Navy commands are designated as sub-regions:

(a) Sub-Region 1 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAVBASE Coronado, NAS North Island, NAVPHIBASE Coronado, NOLF Imperial Beach, NRRF Imperial Beach, NALF San Clemente, RTS Warner Springs, Navy facility La Posta, and all Navy tenant commands and activities at those locations.

1 The Sub-Region 1 EMO is also responsible for coordinating emergency management related issues as necessary at all Navy commands and activities currently or formerly known as NAF El Centro, the U.S. Naval Observatory (USNO), Flagstaff, AZ (including the Navy Prototype Optical Interferometer (NPOI)), and all Navy tenant commands and activities at those locations.

2 The Sub-Region 1 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from San Diego County, Imperial County, and all counties within the State of Arizona.

3 NAVBASE Coronado is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues, and it is designated by

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FORSCOM as the alternate repatriation site for the west coast.

4 NAF El Centro is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues.

(b) Sub-Region 2 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAVBASE San Diego, NAVSTA San Diego, SOUTHWESTNAVFACENGCOM San Diego, FISC San Diego, DFAS San Diego, NAVMEDCEN San Diego, Admiral Baker Field, and all Navy tenant commands and activities at those locations.

1 The Sub-Region 2 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from the County of San Diego.

(c) Sub-Region 3 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAVBASE Point Loma, SUBASE San Diego, FCTCPAC San Diego, FLEASWTRACEN San Diego, the FISC San Diego fuel depot, the SPAWARSYSCEN San Diego complex, and all Navy tenant commands and activities at those locations.

1 The Sub-Region 3 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from the County of San Diego.

Note: Although not officially designated as such, Sub-Regions 1, 2 and 3 make up what is known as metro San Diego. This is significant because all fire, security and ambulance emergency responders and dispatched from and supervised by Region rather than the metro San Diego area sub-regions.

(d) Sub-Region 4 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAVWPNSTA Seal Beach, NAWSTA Corona, NSA Corona, NSWC Corona Div, NAVWPNSTA Seal Beach Det Fallbrook, and all Navy tenant commands and activities at those locations.

1 The Sub-Region 4 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from Los Angeles, Orange, Riverside, and San Bernardino counties in California.

(e) Sub-Region 5 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAVBASE Ventura County,

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NAS Point Mugu, CBC Port Hueneme, NOLF San Nicholas Island, and all Navy tenant commands and activities at those locations.

1 The Sub-Region 5 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from Santa Barbara and Ventura counties in California.

2 NAVBASE Ventura County is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues.

(f) Sub-Region 6 is a complex of installations that includes all Navy commands and activities currently or formerly known as NAS Lemoore and all Navy tenant commands and activities at that location.

1 The Sub-Region 6 EMO is also responsible for coordinating emergency management related issues as necessary at all Navy commands and activities currently or formerly known as NSA Monterey, NAVPGSCOL Monterey, EFAWEST San Bruno, FLENUMMETOCEN Monterey, NAVWPNSTA Seal Beach Det Concord, NAVCOMTELSTA San Diego Det Stockton, and all Navy tenant commands and activities at those locations.

2 The Sub-Region 6 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from Alameda, Alpine, Amador, Calaveras, Contra Costa, Fresno, Kings, Madera, Marin, Mariposa, Merced, Mono, Monterey, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Stanislaus, Tulare, and Tuolumne Counties in California, and Western Kern County in California. Western Kern County is defined as that area west of the Sierra Nevada Mountain range.

3 NAS Lemoore is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues.

(g) Sub-Region 7 is a stand-alone installation that includes NAVAIRWPNSTA China Lake and all Navy tenant commands and activities at that location.

1 The Sub-Region 7 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from Inyo and eastern Kern counties in California. Eastern Kern County is defined as that area east of the Sierra Nevada

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Mountain range to include Lake Isabella, Kernville, and Tehachapi.

2 NAWS China Lake is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues.

(h) Sub-Region 8 is a stand-alone installation that includes NAS Fallon and all Navy tenant commands at and activities that location. The Navy Undersea Warfare Command located at the Army Ammunition Depot in Horthorn, NV is also within the Sub-Region 8 area of responsibility.

1 The Sub-Region 8 EMO is also the Sub-Regional Planning Agent (SRPA) for DSCA issues and may be required to coordinate these issues with officials from cities immediately adjacent to all Navy commands and activities within their area of responsibility, and officials from all counties within the State of Nevada, and Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba counties in California.

2 NAS Fallon is also a potential Base Support Installation (BSI) for large-scale joint service DSCA issues.

(2) Sub-region EMO's shall coordinate all emergency management related issues within their assigned sub-regional geographic area of responsibility. This shall include but not be limited to:

(a) Developing and managing a comprehensive sub-regional emergency management program which coordinates people and resources to protect lives, property, and the environment using an all-hazards approach through mitigation, disaster preparedness, crisis management (response) and consequence management (recovery) from disasters and emergencies in accordance with DOD, SECNAV, OPNAV, CFFC, CNI, and Regional Commander directives, Executive Orders, and Presidential Declarations, on all Navy commands and activities within the sub-regional area of responsibility regardless of normal chain of command and resource sponsor. This includes the responsibility for CBRN Defense/Weapons of Mass Destruction (WMD) readiness of Navy installations within the Sub-Region.

(b) Report to the Sub-Region Commanding Officer via the Executive Officer for sub-regional day to day operation issues, and the Program Manager and Director, Regional Office of Emergency Management for program policy and guidance, funding and administrative and personnel issues. Sub-Regional EMO's are expected to maintain direct liaison with Regional OEM at all times.

(c) Be the Sub-Region Chemical, Biological, and Radiological Warfare Defense (CBR-D) Officer, responsible for the development, management, and evaluation of the sub-regional CBR-D program in accordance with current DoD and Navy

directives.

(d) Develop, process, review, and revise documents utilizing installed ADP, LAN, and staff standard software relating to emergency management issues for conformance with directives and instructions from higher authority and consistency with the Regional missions. Assist Navy tenant commands and activities in developing and maintaining emergency management operational plans in accordance with current Regional directives. Develop plans and procedures for employing Navy resources in any natural or man-caused disaster, including homeland defense and DoD Support to Civilian Authorities (DSCA).

(e) Maintain a sub-regional Emergency Operations Center (EOC) capability based on the concepts of the National Incident Management System (NIMS) in accordance with the guidance provided by the Regional Office of Emergency Management.

(f) Maintain an emergency management directive library to include all applicable directives and instructions, standard operating procedures, and operations plans for the Sub-Region and all tenant command emergency management activities as well as local authorities. Maintain a copy of all Memorandums of Understanding (MOU) covering mutual assistance for all emergency management issues for all Navy activities within the Sub-Region area of responsibility. Serve as the Sub-Region action officer and primary point of contact in the event of a disaster or emergency condition, declared or undeclared, and be on call throughout the condition. Maintain emergency management training records and advise the command on training requirements and status.

(g) Assist the Region in identifying communications resources within the assigned area of responsibility, and develop and periodically test a communications plan that is compatible with area military and civilian organizations tasked with emergency management responsibilities. Coordinate and forward to the Region all communications equipment requests on all Navy activities throughout the area of responsibility.

(h) Maintain a list of all radio frequencies assigned to all Navy activities within the Sub-Region area of responsibility. The list shall include transmit and receive frequencies, repeater locations where duplex systems are in use, and Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones). If a trunked system is utilized, talk groups will be included. Forward copies to the Region.

(i) Maintain a list of resources, and force availability and capability for support of emergency operations for all commands within the Sub-Region geographical area of responsibility. Including close coordination with civilian agencies.

(j) Conduct risk analysis surveys with the assistance of tenant

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commands that have experts in the field for each hazard that has been identified and forward risk analysis reports to the Region for review.

(k) Conduct emergency management exercises to include all Navy activities within the assigned Sub-Region geographic area of responsibility.

(l) Coordinate with the Area Commander Representative (COMSUBPAC Rep West Coast) to assist with centralized management of a nuclear reactor accident or radiological accident aboard a nuclear powered warship (NPW), or a radiological accident involving a radiological facility in the metro San Diego area.

(m) Perform other emergency management related duties as may be assigned. To include assistance in the planning and preparing of budgets, monitor expenditures, and recommend budgetary priorities.

(n) Establish and maintain an Emergency Management Working Group (EMWG) to assist in the development, execution, exercising, and assessment of the sub-regional emergency management program in accordance with OPNAVINST 3440.17 (series) and CNIINST 3440.17 (series). The EMWG should encourage participation by appropriate federal, state, local, other service, and/or private (or host nation) EM-related agencies and departments.

(3) Under the general supervision of the immediate supervisor and the Region staff, sub-region EMO's are required to effectively manage and administer the emergency management, and weapons of mass destruction incident response coordination programs in accordance with established plans, policies, and generally defined objectives provided by higher authority. The EMO is relied upon to accomplish overall assignments with limited guidance. General technical review is vested in the incumbent. However, matters relating to policy setting will be referred to the supervisor for guidance and clearance.

(4) General written and oral guidance is normally provided to the EMO by the supervisor and seniors. The EMO is expected to interpret non-specific guidance for the office recurring work. Written regulations and instructions provided by higher authority are numerous, but range from specific to vague or nonexistent. The EMO does not have the authority to commit resources, e.g. funds, manpower, material, ACDUTRA, etc., without prior approval. However, supervisor notification is required on all actions taken.

(5) EMO's will perform a full range of emergency management planning, management, evaluations and actions. The assignments are in the form of reviews, answering written correspondence, answering oral questions, special studies, etc. The factors involved in arriving at the final result vary with the assignment.

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(6) There are innumerable variations in the work and the incumbent must identify interrelationships and recognize deviations from established standards/regulations so that the incumbent is able to determine the course of action required. Independent decisions are based on experience, knowledge, research, and understanding of the emergency management and the nuclear weapon accident/incident response coordination programs.

(7) The technical expertise provided by the EMO affects the assigned Sub-Region and all Navy commands within the Sub-Region area of responsibility.

(8) EMO must maintain contact with members of the Region staff, Navy activities within the Sub-Region area of responsibility, other Sub-Region's, the Federal Emergency Management Agency (FEMA), Navy Emergency Preparedness Liaison Officers (EPLO's), other DOD and DON commands, and other federal, state, and local agencies either in person, by telephone, or by written correspondence. The purpose of these contacts are to coordinate and to monitor the emergency management and weapons of mass destruction incident response coordination programs, provide services or information, settle controversial issues, arrive at compromise solutions, discuss requirements, and justify requests and to defend requirements for personnel and equipment.

c. **Tenant Commands and Activities.**

(1) All Navy tenant commands and activities shall coordinate all emergency management issues with the sub-region.

(2) Tenant command and activity coordination shall include but not be limited to:

(a) Carry out all duties and responsibilities in accordance with this instruction and as directed by the sub-region.

(b) Develop Self-Help Emergency Response Plans (SHERP's) using the format provided by the region.

(c) Except as specified above, maintain direct liaison with the sub-region to coordinate emergency management and disaster planning and operations.

(d) Participate in emergency management exercises as required by the sub-region unless specifically exempted by this instruction (flag commands, etc).

(e) Report Navy requirements, resources, and forces availability and capabilities for support of emergency operations to the sub-region unless specifically exempted by this instruction (flag commands, etc).

9. **Emergency Management Plans**

a. Regardless of organization size or mission, tasks and function, all Navy commands and activities within the Navy Region Southwest area of responsibility shall have a Self-Help Emergency Response Plan (SHERP) for emergencies or disaster for all occupied buildings based on the format provided by the region. All Navy commands and activities, without exception, shall provide a copy of their SHERP to the sub-region EMO.

b. Sub-regions shall develop a 3440 series command instruction emergency management plan for all Navy commands and activities and property within the geographic area of responsibility and mission specific responsibilities using the generic sub-regional emergency management plan provided by the Regional Office of Emergency Management as a guide.

c. At a minimum, all sub-region emergency management plans will contain a Basic Plan section specifying the sub-region emergency management organization and responsibilities. Sub-region plans will also contain annexes providing guidance and standard operating procedures for:

- (1) Emergency Operations Center (EOC) activation.
- (2) Emergency communications.
- (3) Emergency sheltering and evacuation.
- (4) Search and Rescue (SAR).
- (5) Earthquake.
- (6) Urban fire.
- (7) Wild land fire.
- (8) Hazardous materials spill.
- (9) Oil spill.
- (10) Land slide.
- (11) Loss of utilities.
- (12) Mass casualty handling.
- (13) Severe weather - flood.

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- (14) Severe weather - tsunami.
- (15) Weapons of Mass Destruction (WMD).
- (16) Computer terrorism.
- (17) Aircraft crash.
- (18) Mass Warning and Notification.

(19) Any other possible events relevant to particular sub-regions or commands and activities within a sub-region.

d. All Navy commands and activities not specifically designated as a sub-region shall provide the below listed information to the sub-region EMO. Information will be provided annually or when changes occur in the format provided by the Regional OEM. Sub-regions shall consolidate inputs for all Navy commands and activities within their area of responsibility with their own data and forward the information to the Regional OEM.

- (1) A database of resources and services available for emergencies and disasters.
- (2) A prioritized list of buildings to be restored in the event of a major disaster.
- (3) A planned population count of all military and civilian personnel for the following time periods:
 - (a) 0600 to 1800 Monday through Friday.
 - (b) 1800 to 0600 Monday through Friday.
 - (c) 0600 to 1800 weekends and holidays.
 - (d) 1800 to 0600 weekends and holidays.
- (4) A report of all emergency management related training conducted.

e. All emergency management and self-help plans must contain an emergency response plan annex if the command maintains any hazardous materials as defined by the regional environmental organization.

f. All emergency management and self-help plans must be reviewed and approved by the sub-region EMO prior to implementation.

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10. **Naval Reserve Forces**

a. Title 10 USC Sections 12301 to 12321 prohibit activation of naval reserve personnel for the purpose of emergency management or disaster recovery operations except when ordered to active duty as a result of presidential declaration.

b. Reserve personnel may volunteer in lieu of scheduled training days. However, the volunteer reservist must sign a volunteer agreement to this effect. Pay status and active duty time will be adjudicated following completion of the mission. Reserve personnel who have completed 15 days of annual training are not eligible for voluntary recall.

c. In accordance with DoD Directive 3025.16 (Series), Navy Emergency Preparedness Liaison Officer's (EPLO's) may be activated on order of the DoD Executive Agent, or as early as necessary by the Regional Planning Agent (region) to ensure an effective DoD response. Navy EPLO's assigned to Navy Region Southwest shall perform their duties in accordance with COMNAVRESFORINST 3000.1 (Series) and Annex H of this instruction.

11. **U.S. Marine Corps Participation**. The Marine Corps regional planning agent is established at MCB Camp Pendleton.

12. **U.S. Coast Guard Participation**

a. The U.S. Coast Guard has authority to operate independently by Public Law 93-288 (Disaster Relief Act of 1974) and functions under the Department of Transportation during peacetime.

b. The Coast Guard may render aid to persons and protect and save property at any time and at any place at which Coast Guard facilities and personnel are available and can be utilized.

c. In civil disturbances, the U.S. Coast Guard has particular tasks to perform as assigned by Section 8 of Title 1 to Public Law 92-340 (Ports and Waterways Safety Act of 1972). These include establishing water or waterfront safety zone or other measures for limited, controlled, or conditional access and activity when necessary for the protection of any vessel, structure, waters, or shore area within the United States.

13. **Law Enforcement**. Title 18 USC Section 1385 (Posse Comitatus Act) prohibits military personnel from being employed to enforce or execute civil law except when specifically directed by the President.

14. **Waivers and Exceptions**

24 OCT 2005

a. Navy commands and activities unable to immediately comply with the requirements of this instruction may request a waiver or exception to a specific requirement.

b. Short-term waivers may be granted for a period of 12 months while the command is coming into compliance. Long-term exceptions may be granted for a period of three years while the command is coming into compliance.

c. Waivers and exceptions to specific requirements of this instruction shall be requested by letter in the following format:

(1) Line 1. Waiver or Exception number written as N01234-W-001-02, N01234-E-002-02, etc.

Example: N01234: Navy UIC of requesting command.
W: Waiver ("E" for exception).
001: 1st waiver (or exception) request of the calendar year.
04: 2004 (year initial waiver/exception requested).

(2) Line 2. Statement of requirement and references to chapter, section, and paragraph in this instruction or higher directives that cite standards that cannot be met.

(3) Line 3. Specific description of condition(s) which caused the need for the waiver or exception and the reason(s) why applicable standards in this instruction cannot be met.

(4) Line 4. Description or identification of the affected facilities, areas, or function. Identify structures individually by building number.

(5) Line 5. Identify interim compensatory measures in effect or planned.

(6) Line 6. Describe the impact on the command mission and any problems that will interfere with safety or operating requirements if the waiver or exception is not approved.

(7) Line 7. Identify resources, including estimated cost, to eliminate the waiver or exception.

(8) Line 8. Identify actions initiated or planned (local capability or other) to eliminate the waiver or exception, and estimated time to complete.

(9) Line 9. Provide point of contact to include complete name, rank/grade, DSN and commercial phone numbers, and e-mail address.

- c. Requests for waivers and exceptions will be reviewed and approved by the region.
- d. There are no provisions for permanent exceptions.

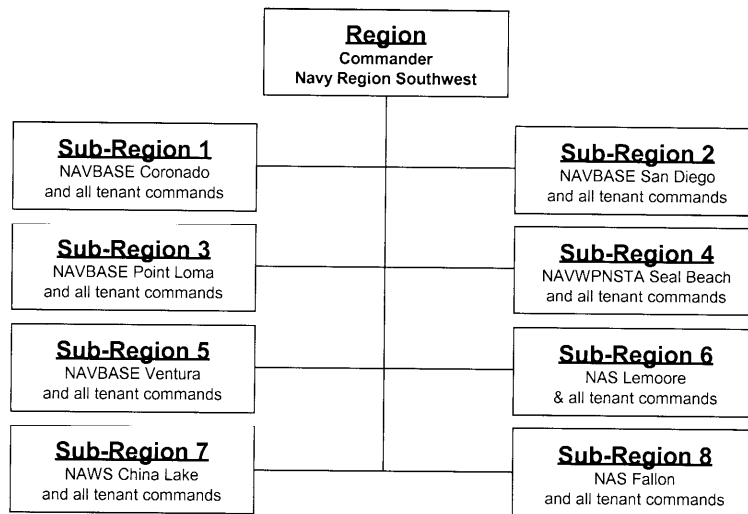


Figure 1

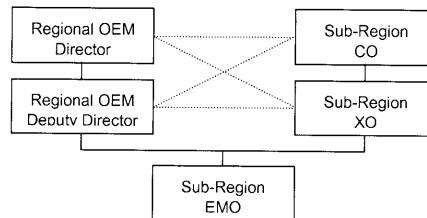


Figure 2